



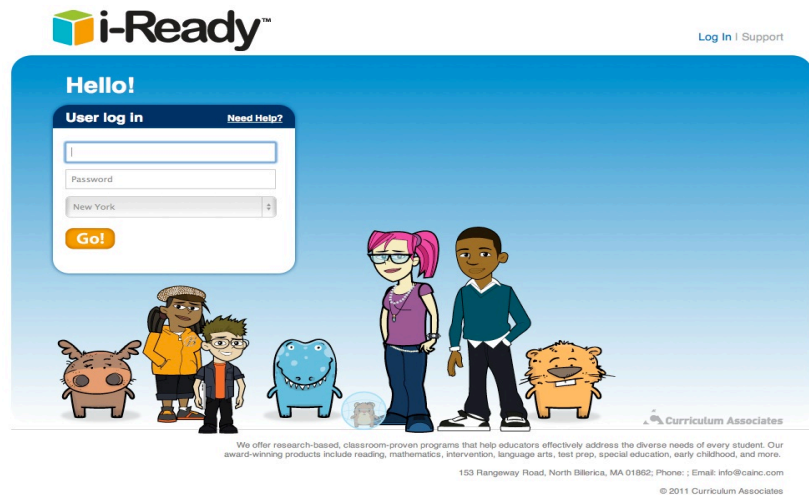
***i-Ready Diagnostic
& Instruction:***
Administrator's Guide

i-Ready Diagnostic & Instruction User Guide: Administrators

Curriculum Associates

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i-Ready Diagnostic & Instruction User Guide: Administrators



The log in screen

Section 1:

i-Ready Diagnostic & Instruction Introduction

Welcome to i-Ready!

Welcome to *i-Ready* and *i-Ready Diagnostic & Instruction*! With *i-Ready Diagnostic & Instruction*, you can put an expert reading and math coach by every student's side and accelerate his or her learning with automated, differentiated instruction. The all-new *i-Ready Diagnostic & Instruction* is a powerful, easy-to-use online program that informs educators and meets every student's unique needs—ultimately helping them learn the essential foundational math and reading skills they need to get back up to grade level.

- The adaptive diagnostic quickly identifies student strengths and weaknesses in reading and math
- Powerful reporting gives you all the data you need to drive instruction—in real time
- Students are automatically placed into an engaging, individualized instructional program
- Progress monitoring allows administrators to analyze student growth over time

i-Ready Diagnostic & Instruction is available in two versions.

i-Ready Diagnostic & Instruction can be purchased in two versions: a version that provides access to the powerful diagnostic test and a full suite of reports to analyze your student results, and a version that also automatically delivers a differentiated instruction plan for every student. The version that you have purchased for *i-Ready Diagnostic & Instruction* will determine the features you have available in the program.

Throughout this document, features that are unavailable to users with Diagnostic-only are indicated with bold text.

The role and privileges of a School Administrator change depending on the type of purchase.

This User Guide for Administrators is for District and School Administrators. There are some privileges and operations described in this document (mostly in Settings) that can only be performed by the top administrator, as opposed to a School Administrator within a District. You will find more information in this document within the areas that are affected.

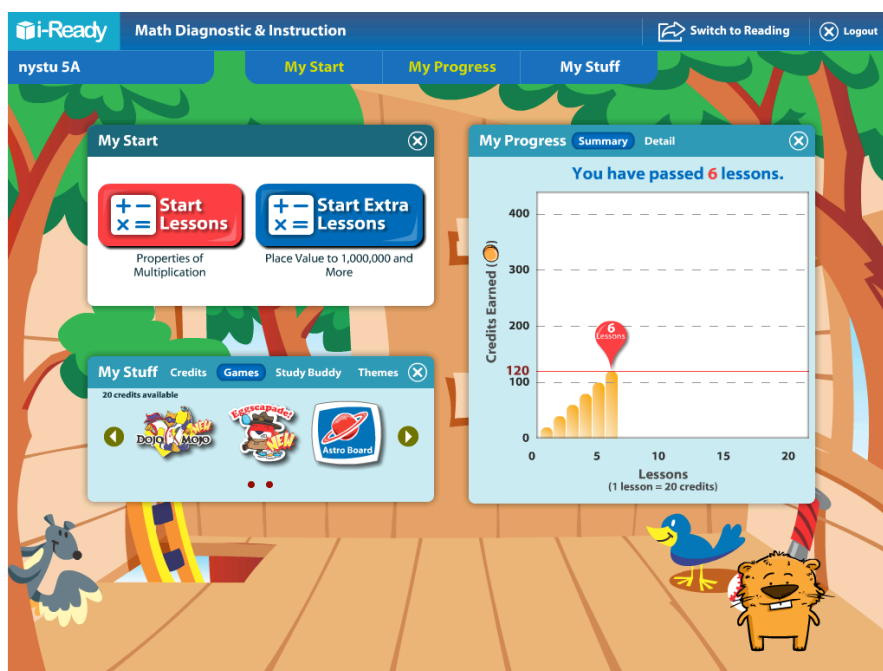
***How do I get started?
What do I need to do?***

The following is a brief description of what you can expect to happen, and what you'll need to do, in the *i-Ready* set up process:

1. Working with your Curriculum Associates sales representative, the order for *i-Ready Diagnostic & Instruction* will be placed. You will receive a "thank you" confirmation email and will be welcomed as a new *i-Ready* customer.
2. If your district or school information is not already entered into the *i-Ready* system, you will receive an *i-Ready* "Onboarding" excel workbook to fill out. If you *are* already entered into the *i-Ready* system, you'll be largely ready to go!

The support team at Curriculum Associates is always available to help with the onboarding process.

3. The workbook will contain information about your schools, your administrators, your teachers, your students, and your classes. The support team at Curriculum Associates will work with you to answer your questions and get your data successfully uploaded. Any errors will be identified and corrected. The goal of the onboarding process is to acquire as much of your information as possible—something like 98%—with an understanding that some information will probably need to be updated later, which you will be able to do online.
4. When the import workbook is completed, you will email it to Curriculum Associates, who will upload the information into the *i-Ready* system, and resolve any last issues or problems.
5. Curriculum Associates will then email to you all your login information, for you, your teachers, and your students.
6. The first thing your students will need to do is take an online diagnostic. If you are ready to start using *i-Ready Diagnostic & Instruction*, you should email the teacher and student logins to your teachers.
7. Once the teachers distribute the logins to their students, the students can begin using *i-Ready Diagnostic & Instruction*. Whether you are a student, a teacher, or an administrator, all *i-Ready* users will go to <http://www.i-Ready.com> to log into the system. If you have access to more than one *i-Ready* product, you will be asked to choose *i-Ready Diagnostic & Instruction* once you log in.

*The student screen*

Section 2:

What Is *i-Ready Diagnostic & Instruction*?

What is it, exactly?

i-Ready Diagnostic & Instruction starts with an adaptive diagnostic test, one for reading and one for mathematics. If you have purchased the diagnostic portion of the product only, you use the adaptive diagnostic test to quickly determine areas of your students' needs, in key strands, or domains, and then use the easy-to-understand reports to drive instruction and work towards satisfying those students' individual needs. If you purchased the diagnostic test and the instruction lessons, *i-Ready* will automatically establish a customized instructional plan for each student, while you use the reports to monitor progress over time.

What's in i-Ready Diagnostic & Instruction?

The engaging, interactive format of the *i-Ready Diagnostic & Instruction* student instruction modules motivate your students while giving them the one-on-one support they need to move up to grade level. And since all instruction is delivered at each student's unique level, students gain confidence as they experience success with each topic.

- *i-Ready Diagnostic & Instruction* includes more than 550 foundational lessons in both reading and mathematics
- Most lessons feature a predictable structure including instruction, practice, and a quiz
- *i-Ready Diagnostic & Instruction* addresses multiple learning modalities
- The lessons provide immediate corrective feedback
- The program focuses on the following topics, called *domains*:

The domains in reading

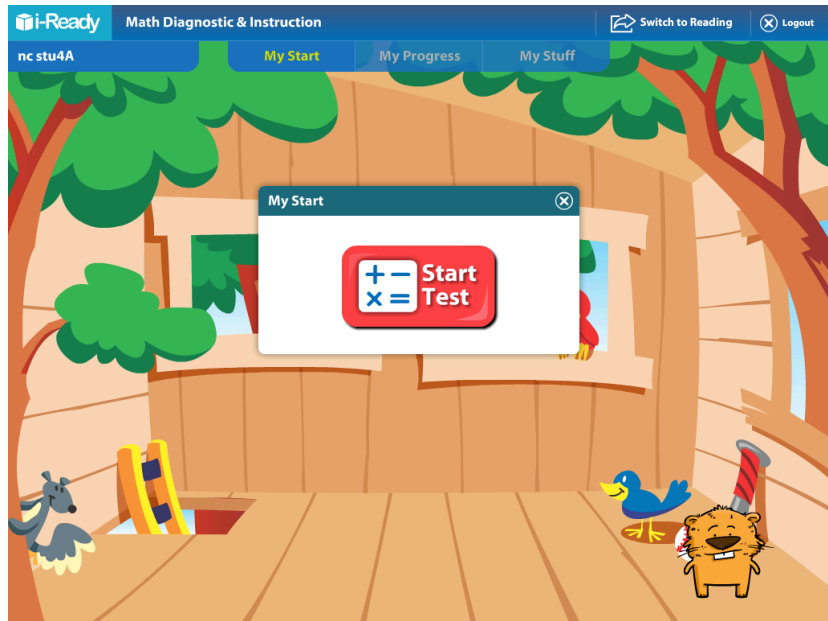
Reading Domains:

- Phonological Awareness
- Phonics
- High-Frequency Words
- Vocabulary
- Comprehension (both literature and informational text)

The domains in mathematics

Mathematics Domains:

- Number and Operations
- Algebra and Algebraic Thinking
- Measurement and Data
- Geometry



Students must click on Start Test to begin

Section 3:

How Does i-Ready Diagnostic & Instruction Work?

Start with the adaptive diagnostic.

Using *i-Ready Diagnostic & Instruction* is simple. First, use the online, adaptive diagnostic to pinpoint every student's unique needs. The immediate diagnostic results will show you *what* your student's don't understand, and *why* they don't understand it. The adaptive nature of the diagnostic test means that students are met at their own skill level, so they always experience success. After administering the diagnostic, you can refer to *i-Ready Diagnostic & Instruction's* powerful reporting suite for essential information about every school, grade, class, and student. Even if you are using only the diagnostic test of the product, you can continue to administer it at additional times during the academic year, and monitor your student's progress by using various reports.

i-Ready Diagnostic & Instruction User Guide for Administrators

Tips for administering the diagnostic, and getting good results

You and your teachers need to be aware of the following suggestions to ensure good test results from your students:

- Make sure that the sound is working on each computer system. The diagnostic cannot be successfully completed without the sound.
- For the mathematics diagnostic, paper and pencil can be supplied.
- Do not help the students with the answers to their diagnostic!
- The test can be stopped and continued over a number of sessions.

Once you have a comprehensive analysis of each student's strengths and weaknesses, it's easy to give them explicit instruction and one-on-one support with the full version of *i-Ready Diagnostic & Instruction*. The student instruction modules provide research-based instruction customized for every student—all in a fun, engaging environment. Plus, all instruction is delivered at each student's unique level, so students build confidence as they find success with each topic.

In "Assignments" the system creates an individualized Student Lesson Plan based on the diagnostic results.

When your teachers log in to *i-Ready Diagnostic & Instruction*, they will have access to "Assignments," which is the part of the program where teachers can observe each student's lesson schedule, and assign extra lessons if desired. As an administrator, you too will have access to Assignments, if desired, though it is focused at the class level and typically used mostly by teachers. In the Student Lesson Plan in Assignments, teachers can see the next twenty lessons that will be served to a student by *i-Ready*, based on the results of the student's diagnostic. Teachers can see where *i-Ready Diagnostic & Instruction* has placed the student in the list of lessons for each domain, or topic, of the subject (reading or mathematics). If desired, the specific domain placement position can be adjusted by the teacher, or the lessons of the domain can even be "turned off," so they will not be presented to the student. Again, as an administrator, you also have the same capabilities—though you have additional capabilities, so you can apply some of these settings to entire districts or schools.

Additional lessons can be scheduled for each student in Extra Lessons.

In Extra Lessons, teachers can search for and schedule additional lessons for a student. Any extra lesson (actually, any lesson whatsoever) can be previewed by the teacher. If extra lessons are scheduled for a student, the student will find two buttons available to them when they log in: “Start Lessons” for their differentiated lesson instruction, and “Start Extra Lessons” for the additional lessons scheduled by the teacher. Your teachers can instruct their students as to what type of lessons to engage in when they log in to *i-Ready Diagnostic & Instruction*—students can do either, or complete a lesson of one and move on to other lessons if they have the time. Flexibility is built in to the system. (For more information on all the capabilities and descriptions of the above areas, see the *i-Ready Diagnostic & Instruction* Teacher User Guide located in Resources.)

You or your teachers must “turn on” the instruction lessons for each student before they can see them.

Enabling Instruction. For those who have purchased the diagnostic test and the instructional lessons, one very important program setting that should be noted is that the instructional lessons must be turned on, or enabled, for each student who it is determined will use them. Until the lessons are turned on for a particular student, none will be available for the student. The lessons for a student are enabled, or turned on, by using the Class Management screen in Assignments. As an administrator, you may leave it to your teachers to determine which students of a class will get lessons, or you may enable instruction for large groups (schools, classes) by using the Program Management screen in Assignments. (In Assignments, teachers see and use the Class Management tools for working with classes, while administrators see and use the Program Management tools for working with larger groups.) For more instructions on using Program Management to enable instruction, please go to *Program Management in Assignments*.

Section 4:

Onboarding: Initial Account Setup and Data Upload

What is “onboarding,” and the Onboarding Workbook?

Onboarding is the *i-Ready* process by which most of the information on your administrators, schools, teachers, classes and students is entered into the *i-Ready* system. The Onboarding Workbook that is used in this process is a specially designed Microsoft Excel spreadsheet that you fill out with all of your information. This file is emailed back to Curriculum Associates and imported into the system. The same Excel file is returned to you with the passwords included for all your administrators, teachers, and students.

Purchasing seats, or licenses

When your school or district purchased *i-Ready*, it submitted a purchase order for a specific number of seats, or licenses for student users in a particular subject. At any time, you can purchase additional seats by calling Customer Service at 1 (800) 225-0248.

Initial information is provided by the Purchasing Contact.

The person who ordered *i-Ready Diagnostic & Instruction* for your school or district is the purchasing contact. The purchasing contact should have submitted a purchase order. A Curriculum Associates customer service representative may call the purchasing contact, if necessary, to get additional information required in order to enter your school into the *i-Ready* system.

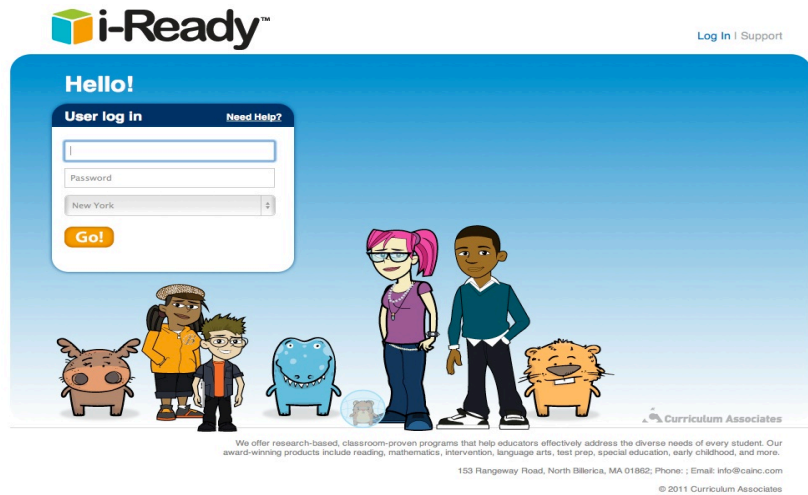
All your roster data on students, classes, and teachers is entered into the onboarding workbook.

Customer Service will send, or has sent, to the district or school administrator the onboarding spreadsheet file containing two workbooks, one each for teachers and students, along with instructions for entering information into the spreadsheets. Once this spreadsheet is populated with the necessary information, it should be returned to Customer Service at info@CAinc.com. Customer Service will then upload the data for your users into the *i-Ready* system and send emails to your administrators confirming the set-up of the program, and provide information on logging onto the *i-Ready* system. For help with populating the data upload spreadsheet with teacher and student information, contact Customer Service at 1 (800) 225-0248.

If you are already in the i-Ready system, you may not need to use the workbook.

If you have previously purchased an *i-Ready* product, and your information is already in the *i-Ready* system, you may not need to enter new information using the Excel workbooks. Again, customer service at Curriculum Associates can advise you on how to proceed if you have any questions.

In any event, customer service will share with you your user name and password for *i-Ready*, and tell you when the program will be available.



www.i-Ready.com

Section 5:

Getting Started with *i-Ready Diagnostic & Instruction*

All users log in at
www.i-Ready.com.

Follow these steps to log onto *i-Ready*:

1. Type the following URL into a web browser:
<http://www.i-Ready.com>
2. You will have received your username and password via email. Click the Log In button to begin the log in process.
3. On the log in page, type in your username or email address and your password.
4. Choose your state from the drop-down menu.
5. Press the button labeled Log In.

Welcome to i-Ready Diagnostic & Instruction
Paul Mills - District Administrator

Diagnostic and Instruction License Information

Curriculum	Reading		Mathematics	
	Diagnostic	Instruction	Diagnostic	Instruction
Product	200	200	200	200
Licenses Purchased	3	3	3	3
Licenses in Use	3	3	3	3
Available Licenses	197	197	197	197

Usage in Schools

Curriculum	Reading		Mathematics	
	Diagnostic	Instruction	Diagnostic	Instruction
Product				
ACTON BOXBOROUGH REG HIGH SCH View details	0	0	0	0
RAYMOND J GREY JR HIGH SCHOOL View details	3	3	3	3

The administrator's home page

Section 6:

The i-Ready Diagnostic & Instruction Administrator Home and Features

What can I expect when I first log in to the system?

When you log onto the *i-Ready* system, you will be asked to choose between products if you have purchased multiple *i-Ready* programs. Once you arrive at the Administrator landing page, called Home, you will also be able to use the “Switch Program” button to easily switch to your other *i-Ready* products. Across the top of the *i-Ready Diagnostic & Instruction* Administrator Landing page, you will see a number of tabs: Home, Roster, Settings, Assignments, Reports, and Resources.

Home page

1. **Home.** This is your “landing page,” which gives you up-to-date information on how many licenses of *i-Ready Diagnostic & Instruction* your district or

Roster tab

Settings tab

In a district-purchase, only the District Administrator can make changes in Settings

Assignments tab

Reports tab

Resources tab

Your Home screen and the displays you'll see there

- school has purchased, and where they are being used, down to the teacher.
2. **Roster.** This tab takes you to a page where you can review, edit, and add school administrators, teachers, students, and classes.
 3. **Settings.** This tab shows you when *i-Ready Diagnostic & Instruction* will initially be available to your teachers and students, where you can set recommended dates and names for tests, which you can use later when generating reports, and change other settings such as the pass/fail threshold for lessons, and the date of your academic year rollover. If *i-Ready Diagnostic & Instruction* was purchased by a district, only District Administrators will be able to adjust these settings. School Administrators within a district-purchase can review the settings, but not make changes. However, a School Administrator of a school-purchase has full privileges, and is able to make adjustments to Settings.
 4. **Assignments.** This tab gives you the same abilities as your teachers, to monitor the lessons of students, assign extra lessons, and administer additional tests. As an administrator, you have additional abilities to make some of these changes at the district or school level.
 5. **Reports.** This tab takes you to pages where you can generate, view, and print detailed district-, school-, class-, and student-level reports in order to evaluate performance and to make instructional decisions.
 6. **Resources.** This tab takes you to a page where you can get access to a number of PDF files, including Administrator and Teacher User Guides, Frequently Asked Questions, and Reading and Mathematics Lesson lists.

Your Home display will be the first thing you see every time you log in to *i-Ready Diagnostic & Instruction*. As a district or school administrator your Home page gives you up-to-date information on how many licenses you purchased of *i-Ready Diagnostic & Instruction*, and how many of those licenses are presently in use. Your

usage information is displayed in the Usage in Schools grid.

To view your *Diagnostic & Instruction* usage by teacher, follow these steps:

1. Click the *details link* next to the school you are interested in.
2. The grid will expand to show you the list of teachers who are currently using *Diagnostic & Instruction*.
3. Click the *details link* again to close the list of teachers for the school.

District Administrators will see license usage information for all the schools your district. School Administrators will see license usage information for their school.

Home							
Roster							
Settings							
Assignments							
Reports							
Resources							
Classes							
Students							
Report Groups ?							
Showing: 180 of 180							
Search...	Search...	Search...	Search...	...	Search...	Search...	
Last Name	First Name	ID	User Name	DOB	Grade	School	Classes
EDIT	Abood	Rachelle	630853	di-rabood4@ny	7	Lincoln Middle School	Period 2 Grade 7 - Diag/Instruct Readi
EDIT	Ackles	Hosea	630856	di-hackles4@ny	7	Lincoln Middle School	Period 2 Grade 7 - Diag/Instruct Readi
EDIT	Afridi	Mallory	92514	di-mafridi4@ny	8	Lincoln Middle School	Period 3 Grade 8 - Diag/Instruct Readi
EDIT	Agarwal	Alissa	92520	di-aagarwal10@ny	8	Lincoln Middle School	Period 3 Grade 8 - Diag/Instruct Readi
EDIT	Ahn	Pearlie	577433	di-pahn4@ny	8	Lincoln Middle School	Middle Intervention - Diag/Instruct Rea
EDIT	Alford	Brenda	630857	di-balford5@ny	7	Lincoln Middle School	Period 2 Grade 7 - Diag/Instruct Readi
EDIT	Altom	Gretchen	630847	di-galtom4@ny	7	Lincoln Middle School	Period 2 Grade 7 - Diag/Instruct Readi
EDIT	Alvarez	David	577436	di-daivarez4@ny	8	Lincoln Middle School	Middle Intervention - Diag/Instruct Rea
EDIT	Anderson	Forrest	630848	di-fanderson4@ny	7	Lincoln Middle School	Period 2 Grade 7 - Diag/Instruct Readi
EDIT	Akunooru	Jay	577434	di-jaukunooru4@ny	8	Lincoln Middle School	Middle Intervention - Diag/Instruct Rea
EDIT	Baek	Ben	414507	di-bbaek4@ny	7	Lincoln Middle School	Middle Special Education - Diag/Instru
EDIT	Bailey	Leola	185507	di-lbailey4@ny	7	Lincoln Middle School	Middle After School - Diag/Instruct Rea
EDIT	Batie	Sam	185508	di-sbatie4@ny	7	Lincoln Middle School	Middle After School - Diag/Instruct Rea
EDIT	Bhatti	Zachary	630858	di-zbhatti4@ny	7	Lincoln Middle School	Period 2 Grade 7 - Diag/Instruct Readi
EDIT	Boll	Tabitha	630833	di-tbolli4@ny	7	Lincoln Middle School	Period 2 Grade 7 - Diag/Instruct Readi
EDIT	Bridger	Maurice	630834	di-mbridger4@ny	7	Lincoln Middle School	Period 2 Grade 7 - Diag/Instruct Readi
EDIT	Brittian	Cary	374990	di-cbrittian4@ny	6	Lincoln Middle School	Period 1 Grade 6 - Diag/Instruct Readi
EDIT	Buchler	Diedre	374994	di-dbuchler4@ny	6	Lincoln Middle School	Period 1 Grade 6 - Diag/Instruct Readi
EDIT	Burris	Vernon	630862	di-vburris4@ny	7	Lincoln Middle School	Period 2 Grade 7 - Diag/Instruct Readi
EDIT	Burt	Jamaal	630864	di-jburt5@ny	7	Lincoln Middle School	Period 2 Grade 7 - Diag/Instruct Readi
EDIT	Byrd	Clare	630865	di-cbyrd4@ny	7	Lincoln Middle School	Period 2 Grade 7 - Diag/Instruct Readi
EDIT	Campbell	Rick	630866	di-rcampbell4@ny	7	Lincoln Middle School	Period 2 Grade 7 - Diag/Instruct Readi
Add New Student							

The student sub tab in Rosters

Section 7:

Managing Student and Teacher Rosters

Viewing a Roster

Rosters are created when the initial data uploads are done for your account, using the Onboarding Excel workbooks (See Section 4, above). If you wish to view a roster thus created, follow these steps:

1. Click the Rosters tab.
2. School administrators will see sub-tabs for Teachers, Students, and Classes. District administrators will additionally see a sub-tab for School Administrators.

3. Click on the sub-tab of the roster that you wish to view. Use the search boxes at the top of each column to easily find information that you are looking for. To find school administrators and teachers easily, you may select their school from the school column drop-down menu. To find and organize students and classes, you can use a grade drop-down menu as well as the school drop-down menu.

The process for adding a student, teacher, administrator, or class to the roster is all very similar. In each roster, an “Add New....” button appears in the lower left hand corner. Clicking this button will open a pop-up window. In each pop-up are various text windows, drop-down menus, and radio buttons to select and fill in. Not all information needs to be entered to successfully add a person or class to the roster—the system will let you know when “must-have” information is missing.

The School Administrators Sub-tab

To add or edit information for a school administrator

To add or edit information for a school administrator:

1. Go to the Roster tab, then the School Admin sub-tab.
2. Click the “Add New School Admin...” button to open the School Admin Information popup, or click on the word EDIT next to an existing school admin to open the popup.
3. First Name, Last Name, Username, Password, and School Information (drop-down list) must be entered. Email is optional.
4. Click Save to save your changes.
5. Note: Only District Administrators will see a School Administrator sub-tab. School Administrators cannot add or edit other school administrators.

The Teachers Sub-tab

To add or edit information for a teacher

To add or edit information for a teacher:

1. Go to the Roster tab, then the Teachers sub-tab.
2. Click the “Add New Teacher...” button to open the Teacher Information popup, or click on the word EDIT next to an existing teacher to open the popup.
3. First Name, Last Name, Username, Password, and School Information (drop-down list) must be entered. Email is optional.
4. Click Save to save your changes.
5. Note: Only District Admins and School Admins will see a Teachers sub-tab. Teachers cannot add or edit other teachers.

The Students Sub-tab

To add or edit information for a student

To add or edit information for a student:

1. Go to the Roster tab, then the Students sub-tab.
2. Click the “Add New Student...” button to open the Student Information popup, or click on the word EDIT next to an existing student to open the popup.
3. First Name, Last Name, Username, Password, and School Information (drop-down list), Student ID, and Grade must be entered. The Email, Date of Birth, and class information is optional.
4. Click Save to save your changes.
5. Note: only District or School Admins can enter new students in the system.

To edit password information for a student

To edit password information for a student:

1. Click the “EDIT” button next to an existing student.
2. The “Student Details” pop-up window will open. Click “Change Password.”
3. Enter the new password for that student into the “New Password” and “Confirm New Password” fields that appear.
4. Click “OK.”

To change a student's class enrollment

To change a student's class enrollment:

1. Click the "EDIT" button next to an existing student.
2. The "Student Details" window will open.
3. Click the "Class Enrollment" sub-tab.
4. Find the student's current class.
5. Click the "Change Class" button next to the current class.
6. The resulting pop-up window will show a complete list of eligible classes. Simply change the selection and click "OK" when done.

The "Classes" Sub-tab

Clicking on the "Classes" sub-tab will show you all the classes for which you have access. You have the ability to add new classes and edit your classes if needed. You can also print your students' usernames and passwords.

To add a class

To add a class:

1. Click the "Add New Class. . ." button.
2. The "Class Details" pop-up window will open. Fill in the Class Name, School, and Grade Level. Class Code and Location are optional.
3. You must select a product to associate with the class. Click the "Select" button next to the "Product" field. If you have access to multiple *i-Ready* products, you will see them listed here. You may only select one product. Be sure to click "Add to Class" once you have selected a product.
4. You can add or edit the teacher(s) for the class with the "Teacher Assignment" sub-tab.
5. You can add or remove students from the class at any time. Add students now, or do so later from the "Student Enrollment" sub-tab.
6. Click "Save."

To edit information for a class

To edit information for a class:

1. Click the “EDIT” button next to an existing class.
2. The “Class Details” pop-up window will open. Click the appropriate fields to edit the class information.
3. Click the “Student Enrollment” sub-tab to add or remove students from the class.
4. Click the “Teacher Assignment” sub-tab to add or remove a teacher from the class.
5. Be sure to click “Save” when done.

To view/print student usernames and passwords for a class

To view/print student usernames and passwords for a class:

1. Click the “EDIT” button to open a class’s “Class Details” pop-up window.
2. Click the “Print Passwords” button at the bottom of the pop-up window. This button will generate a PDF file listing all of the students in the class, their usernames, and their passwords. This PDF file will open in a new browser window.
3. You may simply view this list, or you may print it out for distribution to your students. Note that this PDF file is designed so you can print it out, cut along the dotted lines, and give each student a slip of paper with his or her own login information.
4. When you are done, simply close the new browser window and the pop-up window.

Using the “Class Details” Pop-Up

Using the “Class Details” Pop-Up

In the “Classes” sub-tab, click the “Add New Class...” or “EDIT” buttons to open a class’s “Class Details” pop-up window. Follow the steps below to adjust the teacher(s) and student(s) assigned to the class.

*To assign teacher(s)
to a class*

To assign teacher(s) to a class:

1. Click the "Teacher Assignment" sub-tab.
2. Click the "Add Teachers" button.
3. A pop-up window will appear listing all eligible teachers who are not currently assigned to this class. You can select one or many teachers from this list using the check boxes on the left.
4. Click "OK" when done.
5. Click "Save & Close."

*To remove teacher(s)
from a class*

To remove teacher(s) from a class:

1. Click the "Teacher Assignment" sub-tab.
2. Check the box next to any teachers you wish to remove.
3. Click the "Remove Selected Teachers" button.
4. Click "Save & Close."

*To assign student(s)
to a class*

To assign student(s) to a class:

1. Click the "Student Enrollment" sub-tab.
2. Click the "Add Students" button.
3. A pop-up window will appear listing all eligible students who are not currently enrolled in the class. You can select one or many students from this list using the check boxes on the left.
4. Click "OK" when done.
5. Click "Save & Close."

*To remove student(s)
from a class*

To remove student(s) from a class:

1. Click the "Student Enrollment" sub-tab.
2. Check the box next to any students you wish to remove.
3. Click the "Removed Selected Students" button.
4. Click "Save & Close."

*To change enrollment of
multiple students from
one class to another*

To change enrollment of multiple students from one class to another:

1. Click the "Student Enrollment" sub-tab, for the current class.
2. Follow the steps "To remove student(s) from a class" as outlined above.
3. From the "Classes" sub-tab main page, select the new class in which you wish to enroll the students.
4. Go to the "Student Enrollment" sub-tab for the new class and follow the directions "To assign student(s) to a class" as outlined above.

If you would like an assessment to be assigned by your teachers at specific times throughout the year, you can set those times here. You will need to share this information with your teachers, but the dates and/or name you set here can be used when viewing and creating reports. Use the Add Test Window button to add additional testing windows. Make sure testing window dates don't overlap with each other.

When would you recommend your teachers assign the assessment?

Name	Start Date	End Date	Edit	Remove
Window 1	08/01/2011	08/14/2011	EDIT	

Add Test Window Cancel Save

The Recommended Testing Window screen in Settings

Section 8:

Using Settings

By default, *i-Ready Diagnostic & Instruction* is set up to be immediately available to your teachers and students, should you distribute their user names and passwords to them. You can also schedule date ranges and names for these testing windows that you can use to reference when generating reports, all in Settings.

Changing the Start Date Setting

Changing the “starting date” of *i-Ready Diagnostic & Instruction* means that you can change the date that the program will become available to your teachers and students. Until that date is reached, teachers and students attempting to take a test will be unable to do so. To change the starting date, follow these steps:

1. In Settings, the default sub tab is Starting Date. The default starting date is set to now. Click the radio button for Change the starting date.
2. Use the calendar tool to select a new month and day to make the program available to your teachers and students.
3. Click the Save button to save this change.

A School Administrator of a district purchase will be unable to change these settings.

It should be noted that a School Administrator of a district purchase will not be able to change the setting for the Starting Date. However, the settings made by the District Administrator can be reviewed.

Using Recommended Testing Windows for telling your teachers when they should assign tests throughout the year.

i-Ready Diagnostic & Instruction allows you to pick a range of dates, when you would like your teachers to assign assessments throughout the school year, and to give these diagnostics a name. The name and dates can be used when you create a report. The dates you set will appear to your teachers inside Assignments/Tests, and they will be responsible for assigning the diagnostics to their students, following your recommendations. Remember that this function does NOT assign tests to students, but the dates are seen by your teachers so that they can make the test assignments following your schedule. If you wish to assign tests to students yourself, see the instructions in the Assignments section of the program. Follow these steps to assign recommended testing windows:

Adding a recommended testing window

To add one or more recommended testing window dates, follow these steps:

1. Select Settings, and then the Recommended Testing Windows sub tab.
2. The grid displays the default text "Window 1" with empty text fields for associated start and end dates.
3. Start by clicking the Add Test Window button. In the resulting popup window, click on the calendar icon to assist you in selecting the month and day of your start and end dates, or you may enter standard date information in the date text boxes.
4. Click the OK button when you have completed entering your information.

5. To enter additional testing window date sets, click the Add Test Window button and enter your information in a similar manner in the resulting popup box. Just remember that dates for multiple testing windows cannot overlap.
6. When you have completed your date settings, remember to click Save.

A School Administrator of a district purchase will be unable to change these settings.

It should be noted that a School Administrator of a district purchase will not be able to change the setting for the recommended testing window. However, the settings made by the District Administrator can be reviewed.

Changing the Pass/Fail Threshold for lessons

Not applicable to diagnostic-only purchase

The default pass/fail threshold for the lessons of *i-Ready Diagnostic & Instruction* is 70%. Lessons that score below 70% are marked with a “fail,” and lessons that score at or above 70% are marked as “pass.”

Please note: the ability to change the pass/fail threshold for lessons is not applicable to those users with a Diagnostic-only version of Diagnostic & Instruction. To change the pass/fail threshold, follow these steps:

1. Go to Settings, and then to Pass/Fail Threshold.
2. Place your cursor in the pass/fail threshold number text box, and replace the number with another choice (you must use whole numbers between 1 and 100).
3. Click the Save button to save your change.

A School Administrator of a district purchase will be unable to change these settings.

It should be noted that a School Administrator of a district purchase will not be able to change the setting for the pass/fail threshold. However, the settings made by the District Administrator can be reviewed.

Changing the Academic Year Settings

The default dates for an academic school year in *i-Ready Diagnostic & Instruction* runs from August 1st to July 31st of the following year. When a rollover takes place at the start of the new academic year, all students' grade levels are advanced by one year and all existing classes are emptied. You can change the dates of the rollover for an academic year by following these steps:

1. Go to Settings, and then to Academic Year.
2. At the Begin Academic Year display, use the two drop down menus to change the month and the day to your desired date.
3. The End Academic Year display will automatically adjust to your Begin Academic Year setting.
4. Click the Save button to save this change.

A School Administrator of a district purchase will be unable to change these settings.

It should be noted that a School Administrator of a district purchase will not be able to change the setting for the academic year. However, the settings made by the District Administrator can be reviewed.

Program Management

Math

RAYMOND J GREY JR HIGH

Smith, Bill

All classes of a teacher

Program Management allows you to make changes to an entire class or a specific group of students. First, select the change you would like to make. Second, decide whether this change applies to an entire class or a specific group of students. Then confirm the change.

Select	Activity
<input checked="" type="checkbox"/>	Enable Instruction
<input type="checkbox"/>	Disable Instruction
<input type="checkbox"/>	Add Test
<input type="checkbox"/>	Remove Test
<input type="checkbox"/>	Add Extra Lessons
<input type="checkbox"/>	Clear Extra Lessons
<input type="checkbox"/>	Turn Domains On
<input type="checkbox"/>	Turn Domains Off

Go

The Program Management sub tab in Assignments

Section 9:

Assignments for Administrators

What is “Assignments”?

In Assignments, administrators can perform all the tasks that teachers can, with most operations being performed down to the student level. The exclusive Program Management features for administrators are described here, as well as the other areas of Assignments that are shared with teachers. For administrators, the tools that appear to teachers as “Class Management” in Assignments appear as “Program Management” to administrators, and administrators can perform many operations to entire schools, groups of teachers, and groups of classes by using these tools.

Using Program Management in Assignments

In Program Management in Assignments, administrators use the following drop down menus to make their selections:

1. **Select Subject:** administrators must first decide whether they are selecting a program management activity that applies to reading or mathematics.
2. **Select School:** administrators must select between all the applicable schools of their district, or select *All Schools* to apply an activity to all their district schools. Making this selection will disable the remaining drop down menus.
3. **Select Teachers:** after selecting a particular school, the Select Teacher drop-down fills with all the teachers of a school. Selecting a teacher means that all of the classes of the teacher are selected for the activity to be applied. The selection of *All Teachers* is also available, which means that the activity in question will be applied to all classes of all the teachers of the school. Making *All Teachers* as a selection will disable the remaining drop-down menus.
4. **Select Class:** after selecting (the classes of) a particular teacher, the Select Class drop-down fills with all the classes of the teacher. A particular class of a teacher may be selected, or *All Classes* may be selected. The selection of *All Classes* will mean that all the classes of the selected teacher are chosen.

Adding a test using Program Management

To add a test to all of the students of a school, or a sub group of classes, follow these steps:

1. Under Assignments, choose Program Management.
2. Select the subject, either reading or mathematics.
3. Select the school, the teachers (and their classes), or the classes from the drop down list.
4. On the left side of the screen, select the checkbox for Add Test.
5. On the right side of the screen, select the “group” you wish to apply the activity to. Depending on your drop down list selections, you may see schools of the district, teachers of a school, or classes of a teacher. You may select “All” of those lists, or any sub group of those lists to which to apply your activity.

6. When you are set with the selections of what to do, and who to apply it to, click the Go button.
7. The Add Test confirmation popup will appear. After reading this message carefully, click Yes if you want to assign a test to your “group.”

Removing a test using Program Management

To remove a test for all of the students of a school, or a sub group of classes, follow these steps:

1. Under Assignments, choose Program Management.
2. Select the subject, either reading or mathematics.
3. Select the school, the teachers (and their classes), or the classes from the drop down list.
4. On the left side of the screen, select the checkbox for Remove Test.
5. On the right side of the screen, select the “group” you wish to apply the activity to. Depending on your drop down list selections, you may see schools of the district, teachers of a school, or classes of a teacher. You may select “All” of those lists, or any sub group of those lists to which to apply your activity.
6. When you are set with the selections of what to do, and who to apply it to, click the Go button.
7. The Remove Test confirmation popup will appear. After reading this message carefully, click Yes if you want to remove the assigned test from all of the students selected.

Adding Extra Lessons using Program Management

You can add one or more extra lessons to all of the students of a school, or a sub-group of classes. ***Please note: the ability to add extra lessons is not available to those users with a Diagnostic-only version of Diagnostic & Instruction.*** To add extra lessons in Program Management, follow these steps:

Not applicable to diagnostic-only purchase

1. Under Assignments, choose Program Management.
2. Select the subject, either reading or mathematics.
3. Select the school, the teachers (and their classes), or the classes from the drop down list.
4. On the left side of the screen, select the checkbox for Add Extra Lessons.
5. On the right side of the screen, select the “group” you wish to apply the activity to. Depending on your drop down list selections, you may see schools of the district, teachers of a school, or classes of a teacher. You may select “All” of those lists, or any sub group of those lists to

which to apply your activity. (Note: this activity can only be applied to students who have instruction enabled.)

6. When you are set with the selections of what to do, and who to apply it to, click the Go button.
7. The Add Extra Lessons popup will appear, listing the domains for the subject of the class. Select one of the domains, and click the Next button.
8. The list of lessons of the domain will appear. Use the scroll bar to view all the lessons. You may preview any lesson by clicking on the lesson title (see Previewing Lessons in Extra Lessons for teachers)
9. Click a checkbox next to any lessons that you are interested in adding to each student's Extra Lessons list, and then click the Add button.
10. An Add Extra Lessons confirmation popup will appear. Clicking Yes will add the selected lessons to the extra lesson lists of the students in the schools or classes you have selected.

Removing All Extra Lessons using Program Management

Not applicable to diagnostic-only purchase

Program Management/Remove All Extra Lessons. Removing all the extra lessons for a class will clear out any and all of the lessons that appear in all of the student's Extra Lesson Plans of a school, or a sub-group of classes. ***Please note: the ability to remove all extra lessons is not available to Diagnostic-only users of Diagnostic & Instruction.*** To remove all the extra lessons, follow these steps:

1. Under Assignments, choose Program Management.
2. Select the subject, either reading or mathematics.
3. Select the school, the teachers (and their classes), or the classes from the drop down list.
4. On the left side of the screen, select the checkbox for Remove All Extra Lessons.
5. On the right side of the screen, select the "group" you wish to apply the activity to. Depending on your drop down list selections, you may see schools of the district, teachers of a school, or classes of a teacher. You may select "All" of those lists, or any sub group of those lists to which to apply your activity. (Note: this activity will only be applied to students who have instruction enabled.)
6. When you are set with the selections of what to do, and who to apply it to, click the Go button.

7. The Clear All Extra Lessons confirmation popup will appear. After reading this carefully, click Yes if you want to remove all the extra lessons from all the students' Extra Lesson Plans.

Using Turn Domains On in Program Management

Not applicable to diagnostic-only purchase

You may wish to turn on a particular domain for all the students of a school, or a sub group of classes. **Please note: the ability to turn domains on or off is not available to Diagnostic-only users of Diagnostic & Instruction.** To turn domains on for a large group of students, follow these steps:

1. Under Assignments, choose Program Management.
2. Select the subject, either reading or mathematics.
3. Select the school, the teachers (and their classes), or the classes from the drop down list.
4. On the left side of the screen, select the checkbox for Turn Domains On.
5. On the right side of the screen, select the "group" you wish to apply the activity to. Depending on your drop down list selections, you may see schools of the district, teachers of a school, or classes of a teacher. You may select "All" of those lists, or any sub group of those lists to which to apply your activity. (Note: this activity will only be applied to students who have instruction enabled.)
6. When you are set with the selections of what to do, and who to apply it to, click the Go button.
7. The Turn Domains On popup will appear. Select the domain for the subject you are changing.
8. When you have made your selection, click the Confirm button.
9. You will then see a confirmation popup. Clicking Yes will save the changes for all the students.

Using Turn Domains Off in Program Management

Not applicable to diagnostic-only purchase

You may wish to turn off a particular domain for all the students of a school, or a sub group of classes. **Please note: the ability to turn domains on or off is not available to Diagnostic-only users of Diagnostic & Instruction.** To turn off domains for a large group of students, follow these steps:

1. Under Assignments, choose Program Management.
2. Select the subject, either reading or mathematics.

3. Select the school, the teachers (and their classes), or the classes from the drop down list.
4. On the left side of the screen, select the checkbox for Turn Domains Off.
5. On the right side of the screen, select the “group” you wish to apply the activity to. Depending on your drop down list selections, you may see schools of the district, teachers of a school, or classes of a teacher. You may select “All” of those lists, or any sub group of those lists to which to apply your activity. (Note: this activity will only be applied to students who have instruction enabled.)
6. When you are set with the selections of what to do, and who to apply it to, click the Go button.
7. The Turn Domains Off popup will appear. Select the domain for the subject you are changing.
8. When you have made your selection, click the Confirm button.
9. You will then see a confirmation popup. Clicking Yes will save the changes for all the students.

Enabling Instruction using Program Management

Not applicable to diagnostic-only purchase

Even though your school or district may have purchased the full version of *i-Ready Diagnostic & Instruction*, you must “turn on” the lessons for those students who need it. You may choose to do this on a district or school-wide scale. **Please note: the ability to enable instruction for lessons is not available to Diagnostic-only users of Diagnostic & Instruction.** To turn on, or enable instruction for schools or groups of classes, follow these steps:

1. Under Assignments, choose Program Management.
2. Select the subject, either reading or mathematics.
3. Select the school, the teachers (and their classes), or the classes from the drop down list.
4. On the left side of the screen, select the checkbox for Enable Instruction.
5. On the right side of the screen, select the “group” you wish to apply the activity to. Depending on your drop down list selections, you may see schools of the district, teachers of a school, or classes of a teacher. You may select “All” of those lists, or any sub group of those lists to which to apply your activity. (Note: this activity will only be applied to students who do not have instruction enabled.)
6. When you are set with the selections of what to do, and who to apply it to, click the Go button.

7. The Enable Instruction confirmation popup will appear. After reading this message carefully, click Yes if you want to turn instruction on for all of the students selected.

Disabling Instruction using Program Management

Not applicable to diagnostic-only purchase

You may wish to disable instruction for large groups of students. **Please note: the ability to disable instruction is not available to Diagnostic-only users of Diagnostic & Instruction.** To Disable Instruction on a district- or school-wide scale, follow these steps:

1. Under Assignments, choose Program Management.
2. Select the subject, either reading or mathematics.
3. Select the school, the teachers (and their classes), or the classes from the drop down list.
4. On the left side of the screen, select the checkbox for Disable Instruction.
5. On the right side of the screen, select the “group” you wish to apply the activity to. Depending on your drop down list selections, you may see schools of the district, teachers of a school, or classes of a teacher. You may select “All” of those lists, or any sub group of those lists to which to apply your activity. (Note: this activity will only be applied to students who have instruction enabled.)
6. When you are set with the selections of what to do, and who to apply it to, click the Go button.
7. The Disable Instruction confirmation popup will appear. After reading this carefully, click Yes if you want to turn off the lessons for all of the students selected.

The Tests area of Assignments is used to assign tests to students.

Use Tests to assign a new diagnostic to a student. When assigned, the diagnostic will be available immediately to your students when you assign it, and they will be unable to access their lesson-plan lessons or any extra lessons until they have completed the test.

1. In Assignments, select the Tests sub tab. Select a class, and then select a student from the second drop down.
2. If “recommended testing windows” with dates indicating when you should try to assign a diagnostic, you will see this information in a grid on the left. However, if a “testing window” was not assigned, no “recommended testing window” grid will appear.

3. Click the Add Test button.
4. A confirmation popup box will appear, asking you to confirm this change. Click the Save button to save the change for the student.

When tests are assigned to students, their lessons are unavailable until they complete the test.

An additional assessment will then be assigned to the student. When a student logs into the system, the student's lesson plan lessons and extra lessons will be unavailable to them until the new test is completed.

The Student Lesson Plan in Assignments

Not applicable to diagnostic-only purchase

When a student completes their diagnostic, *i-Ready Diagnostic & Instruction* creates his or her individual Student Lesson Plan.

Please note: the ability to view a Student Lesson Plan is not available to users of the Diagnostic-only version of *Diagnostic & Instruction*. To preview or change a student's position in the domains of the Student Lesson Plan, follow these steps:

1. Click the Assignments tab, and select the Student Lesson Plan sub tab.
2. Select the class from the class drop down list, and the student from the student drop down list. The next twenty lessons for the student, in order, will be displayed. The lesson in the number 1 position is their first, or current lesson.
3. The Placement grid next to the drop down buttons will give you an overview of the placement level of the student in each domain for the subject.
4. Click on a domain name in the Placement grid, or on a domain name in the domain column for a lesson in the Student's Lesson Plan. The associated Domain Popup box will appear.
5. The Domain Popup window will display your student's placement within the lessons of the domain. You can change the starting position of the student by clicking on the selection chip of a different lesson. You can preview any lesson by clicking on the lesson name.
6. You can choose to turn a domain off entirely. Turning the domain off will remove all the lessons of the domain from the student's Lesson Plan.
7. Remember to save any changes you make to the Domain Popup List by clicking the Save button.

If a student fails a lesson, it is automatically repeated. If a student fails two lessons twice, the domain of the lesson is turned off. The teacher will be notified on his or her Home screen.

The Extra Lessons Plan in Assignments

Not applicable to diagnostic-only purchase

When a student fails a lesson, the system will automatically immediately repeat the lesson, which will be presented to the student again. If the student fails the same lesson again, the system moves on and presents the next scheduled lesson. If a student fails two lessons twice, in a row, of the same domain, the system will automatically shut the domain and its lessons off. At that point, the teacher should intervene with the student. Once the domain is turned off, the teacher (or you, the administrator) can turn it back on at any point.

The Extra Lessons Plan is where you or your teachers can search for and assign additional lessons for your students. ***Please note: the ability to view an Extra Lesson Plan is not available to users of the Diagnostic-only version of Diagnostic & Instruction.*** To search for and add lessons to the Extra Lessons Plan, follow these steps:

1. Under Assignments, select the Extra Lessons sub tab.
2. Select the class from the class drop down list, and the student from the student drop down list.
3. Click the Add Lesson button. The Add Lesson popup window will open.
4. The domains of the subject of the class will be displayed. Select a domain by clicking the box next to the domain name, and click the Next button.
5. A list of lessons for the domain will be generated. You can preview a lesson by clicking on its name (see below). State and Common Core State Standards information may also be available for the lesson (see below)
6. Click the check box next to a lesson, and click the Add button. The popup will be dismissed and the lesson will appear in the Extra Lesson plan. Lessons added will appear at the bottom, or last position, of the list.

It's easy to preview a lesson.

Not applicable to diagnostic-only purchase

You can easily preview a lesson when selecting extra lessons or while in the Student Lesson Plan by clicking on a lesson title. **Please note: the ability to preview a lesson is not available to users of the Diagnostic-only version of Diagnostic & Instruction.** To preview a lesson, follow these steps:

1. In the Extra Lessons Plan, for example, click the Add Lesson button, select a domain, click the Next button, and observe the list of lessons.
2. Click on a lesson title. The Lesson Preview popup will open.
3. Each lesson is made of a number of components: usually an instruction component, a practice component, and a quiz component. Click the view link next to a component to open another browser window and view the lesson component.
4. When the lesson component is completed, you can close the browser window to return to the Lesson Preview popup.

CCSS and state standard alignments with lessons

Not applicable to diagnostic-only purchase

Most lessons are aligned with one or more common core state standards and/or state standards, where applicable. Not all states are represented with their standards in the i-Ready system yet, and not all states have approved CCSS. **Please note: the ability to view the standard alignments for lessons is not available to users of the Diagnostic-only version of Diagnostic & Instruction.** To view the standards aligned with a lesson, follow these steps:

1. Click on the "CC" icon associated with a lesson title to open the common core state standards alignment popup window (where applicable).
2. Click on the state icon associated with a lesson title to open the state standards alignment popup window (where applicable). You can open both standard alignments at the same time, to view them together.
3. Use the X in the right corner to close the alignment popup window when you are done.
4. You can also view the applicable standard alignment information from the Lesson Preview popup window.

Changing the order of lesson in the Extra Lessons Plan

Not applicable to diagnostic-only purchase

You can change the order of the lessons in the Extra Lessons Plan. **Please note: the ability to access lessons is not available to users of the Diagnostic-only version of Diagnostic & Instruction.** In order to change the order of the lessons in the Extra Lessons Plan, follow these steps:

1. It should be noted that a lesson that is “in progress” by a student cannot be moved from the top position of the list.
2. Otherwise, you can change the order of lessons by first selecting the lesson you wish to move by clicking on the number box of the lesson.
3. Use the Up or Down buttons located to the right of the grid. Move the lesson to the desired location.
4. Before leaving the Extra Lessons plan, make sure you click the Save button to save your changes.

Removing a lesson in the Extra Lessons Plan

Not applicable to diagnostic-only purchase

You can remove any lesson from the Extra Lessons Plan, as long as it is not already in use. **Please note: the ability to remove a lesson is not available to users of the Diagnostic-only version of Diagnostic & Instruction.** To remove a lesson from the Extra Lessons Plan, follow these steps:

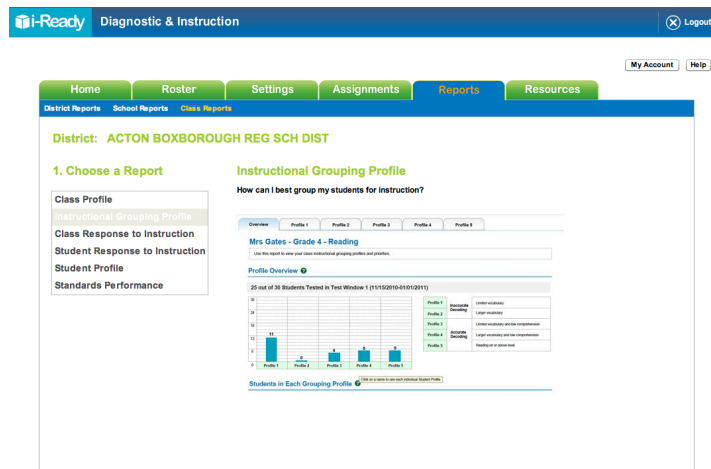
1. Click on the red Remove icon (“minus sign”) for the lesson. A confirmation popup will appear, asking you to confirm this action.
2. Again, remember to use the Save button to save your changes to the Extra Lessons plan.

Completed Lessons in Assignments

Not applicable to diagnostic-only purchase

The Completed Lessons screen shows the lessons that have been completed by a student, and other related information. **Please note: the ability to view completed lessons is not available to users of the Diagnostic-only version of Diagnostic & Instruction.** To view this information, follow these steps:

1. Under Assignments, select the Completed Lessons sub tab.
2. Select the class from the class drop down list, and the student from the student drop down list.
3. The student’s completed lessons will be displayed, with the most recently completed lessons at the top of the list.



The Choose a Report page in Reports

Section 10:

Using Reports

i-Ready report uses and descriptions

Different reports appear to different users. As a district administrator, all reports are available.

i-Ready Diagnostic & Instruction provides a wide range of reports that you can use for various administrative and instructional purposes. Reports convey three levels of information to meet the needs of different *i-Ready* users – District, School, and Class.

District

- **Performance by School and Grade:** Identifies performance and measures gains across the district by school and grade.

- **Needs Analysis by Grade:** Provides an overview of needs by domain across the district to help allocate instruction and staff resources.
- **Export Diagnostic & Instruction Data:** Use this feature to export student-by-student Diagnostic & Instruction data from your account.
- **Export Recommended Products Data:** Use this feature to determine Curriculum Associates instructional material needs for each student.

School and class reports available to school administrators.

School

- **Performance by Grade and Class:** Identifies performance and measures gains by grade and class within the school.
- **Needs Analysis by Grade:** Provides an overview of needs by domain within the school to help allocate instruction and staff resources.
- **Instructional Grouping Profile:** Groups students by areas of need and provides the administrator with an instructional plan for each group to facilitate small group instruction.
- **Export Diagnostic & Instruction Data:** Use this feature to export student-by-student Diagnostic & Instruction data from your account.
- **Export Recommended Products Data:** Use this feature to determine Curriculum Associates instructional material needs for each student.

Class reports available to teachers

Class

- **Class Profile:** Identifies class and student-specific needs and monitors progress.
- **Student Profile:** Shows individual student performance levels over time and for each domain and explains student strengths and areas of focus. Report provides detailed, customized recommendations and resources to support teacher-led instruction.
- **Instructional Grouping Profile:** Groups students by areas of need and provides the teacher with an instructional plan for each group to facilitate teacher-led small group instruction.

- **Class Response to Instruction:** Monitors usage of and progress through the instructional program at the class level.
- **Student Response to Instruction:** Monitors individual student progress by domain and lesson through the student's customized lesson plan.
- **Parent Report:** An individualized report which can be shown to parents, and shows and explains the student's placement level and score.
- **State Standards Performance Report:** Based on the results of the Diagnostic Assessment, how your students stand against your state standards.
- **CCSS Performance:** If applicable, how your students stand against common core state standards.

i-Ready Diagnostic & Instruction makes it easy to choose the correct report by providing you with sample report displays for each report *before* you select it. Under the Reports tab, and depending on your login status, there are three submenus—District Reports, School Reports, and Class Reports. Class reports are available to teachers, school administrators, and district administrators. School reports are available to school and district administrators. District reports are available only to district administrators. To view an *i-Ready Diagnostic & Instruction* report, follow these steps:

Generating and viewing an i-Ready Diagnostic & Instruction report

1. Click the Reports tab. Doing so will take you to the Reports Landing Page. Click on the appropriate submenu that is available to you to list all of your reports.
2. Rolling over a report name will show you a view of a sample report, which will help you to decide whether that is the report that you want to generate and view. To select a particular report, click the report name.
3. Once a report is selected, a box will appear showing the options for that report. These options allow you to specify very precisely what information will appear in the report to be generated. Choose from among the options in each

of the drop-down menus. For example, after choosing a report, you will then be prompted to choose the subject, what data you wish to see, and whether you wish the report to be comparative and what kind of comparative report you wish to see.

4. After you have chosen the options for the report from the drop-down menus, click the Create Report button at the bottom right of the page. Note: Reports are generated in real-time, based on currently available information in the system, ensuring that the information you receive is accurate and up-to-date. Because *i-Ready* generates reports uniquely, it may take a bit of time for the report to appear on your screen.
5. Some reports will contain a lot of data, all of which will not fit on the typical computer screen, so you may have to scroll to see all of a report.
6. Click the Back button to return to the Reports Landing Page when you have completed viewing your report.

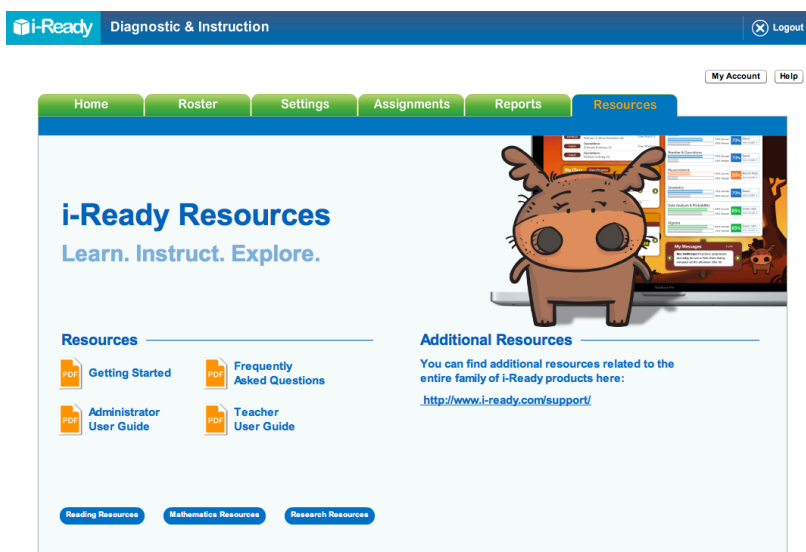
If you used i-Ready in the previous academic year, some reports from the previous year will be available.

The *i-Ready* system resets itself at the beginning of each academic year. That is, a “rollover” takes place at the start of the new academic year, and the default date for this rollover is August 1st. School systems with usage history that is greater than one academic year have the option of viewing current reports or reports from past years. Not all current reports are supported in previous years, and the appearance of older reports is subject to change.

To view a report from an earlier year, follow these steps:

1. Click the Reports tab. Click on the appropriate submenu that is available to you to list all of your reports.
2. Select the report by clicking on the report name.
3. Once the report is selected, a box will appear showing the options for that report. For those with a prior data history, the first option will be for Academic Year, with Current as the default selection. Use this drop down list to choose a different academic year (i.e., “2010-2011”).

4. Continue to use the drop down menus to select additional options for your report.
5. After you have chosen the options for the report from the drop-down menus, click the Create Report button.



The Resource page

Section 11:

Resources

Check the Resources section for additional information about the program.

The Resources section of *i-Ready* provides information useful for using *i-Ready Diagnostic & Instruction*, including Frequently Asked Questions, User Guides, and lists of all the lessons for each subject. This information is supplied in PDF format. To view the documents, you will need Adobe™ PDF Reader, or other appropriate software.

- **Getting Started—Diagnostic:** A brief introduction to the Diagnostic Assessment
- **Administrator and Teacher User Guides:** You will find additional teacher-specific features covered in the Teacher User Guide.
- **Summer School Guide:** A resource for how to use *i-Ready Diagnostic & Instruction* for Summer School

- **Using Report Groups:** A document that walks you through creating and using report groups when running reports
- **Administrator Guide to Using Report Groups:** A guide to creating and using report groups as an administrator
- **Tools for Instruction:** Targeted, skill-based lesson plan PDFs that are perfect for teaching individual, small-group, or whole class lessons

In addition to these selections, information has been assembled into collections that can be accessed by clicking on three buttons, for Reading Resources, Mathematics Resources, and Research Resources:

Additional Reading Resources

- List of all the reading instruction lessons
- State standards (where available) and CCSS correlations for the lessons
- List of Best Whole Class Lessons for Reading
- List of High-Frequency Words in *i-Ready Instruction* Lessons
- List of Vocabulary Words in *i-Ready Instruction* Lessons
- Sample Diagnostic Reading Items

Additional Mathematics Resources

- List of all the mathematics instruction lessons
- State standards (where available) and CCSS correlations for the lessons
- List of Best Whole Class Lessons for Math
- Sample Diagnostic Math Items

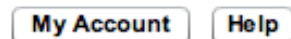
Research Resources

- Research Base
- Reading Research Base

For Parents

- Parent letter for Diagnostic & Instruction, which is an editable Word document that can be used to “introduce” the program to parents
- Parent letter for Diagnostic, which is an editable Word document to introduce the Diagnostic program to parents
- Parent guide PDF, which briefly explains to parents what students see when they log into the *i-Ready* system, and how it is used.
- All of these documents are available in Spanish.
- Parent Handout for “Find-a-Book, *i-Ready*”

This information is supplied in PDF format. To view them, you will need Adobe™ PDF Reader, or other appropriate software.



The upper right corner of your screen

Section 12:

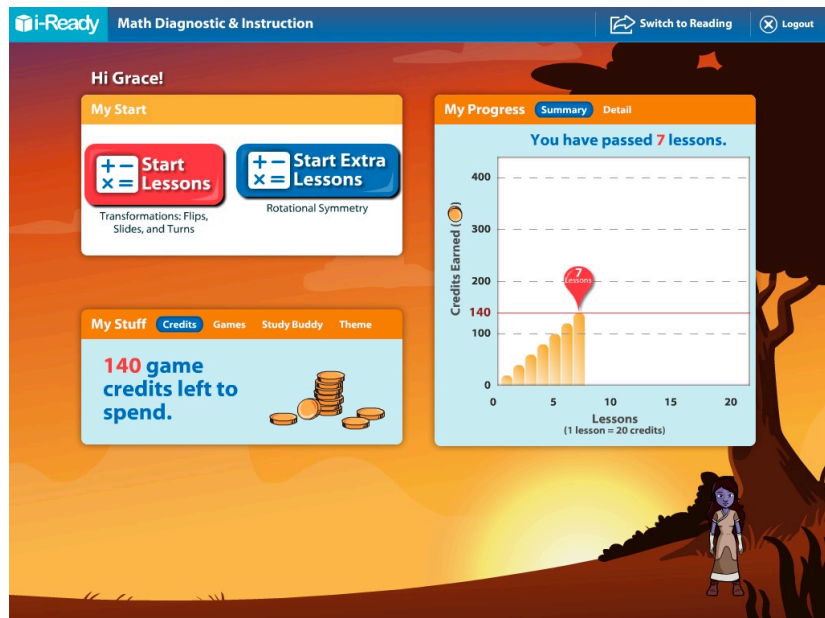
More Information

How do I change my own information in the system?

To change or edit your own information, such as your username, password, or email address, click the My Account button that is located in the upper right corner of the screen. This popup will allow you to change these attributes about yourself. Make sure you click Save to save the changes.

If I have more than one i-Ready program, how do I switch between them?

Once you are logged into the *i-Ready* system, you can easily switch between all the programs you have access to. If you have access to multiple *i-Ready* programs, a Switch Programs button will appear in the top banner area of your screen. Use this drop-down menu to quickly change your *i-Ready* program.



*Experiencing i-Ready
Diagnostic & Instruction
from a teacher or student
perspective*

If you wish to view *i-Ready Diagnostic & Instruction* from a teacher or student perspective, you can create a “dummy” user in either category. Your access to Rosters allows you create a new student or teacher and create an individual username and password.